

SECTION A - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

A.1. PROJECT PLANNING & PROJECT MANAGEMENT SERVICES

Summary

The specific requirements for the services to be provided by the Contractor will be stated in detail in individual Task Orders (TOs). This will normally include: project description including purpose and scope; the data to be furnished by Reclamation and/or the Contractor; the standards, codes, or guidelines to be followed by the Contractor in the performance of the work; the required products to be furnished to Reclamation to successfully complete the TO; and the schedule required for the delivery of the products.

The Contractor is responsible for performing the services and providing the products identified in the individual TOs by the specified schedule. The Contractor shall be responsive to the Reclamation-furnished criteria, information, guidance, and reviews of the preliminary work and draft products completed. The Contractor shall provide all qualified personnel, facilities, materials, equipment, and transportation necessary to perform the services described. All work shall be performed by personnel having professional skill and experience in the required field. There is no assurance that all skills or even major groups of skills listed in the following sections will be required.

Background and Objective

The primary purpose of this Indefinite Delivery/Indefinite Quantity (ID/IQ) contract is to obtain services for: planning; project management; cost estimates; construction management; and, for other related engineering support services required by Reclamation in the accomplishment of a variety of projects. The services shall be performed using structured project management approaches similar to those promulgated by the Project Management Institute, the American Academy of Project Management, the International Project Management Association, or similar organizations. Assistance with investigative, technical analyses, and Value Engineering (VE) studies may also be required.

Contractor Requirements

All architect and engineering services shall be performed pursuant to the applicable sections of the Federal Acquisition Regulation (FAR), and Department of Interior and Reclamation supplementing regulations, the Federal Travel Regulations (FTR), or other regulations as applicable to the services being performed.

Reclamation recognizes that the Contractor has the option of using one or more subcontractors to help accomplish portions of this work (see the clause in Section H entitled “Key Personnel” and the clause in Section I entitled “Subcontractors, Outside Consultants and Associates - Architect-Engineer Services).”

General Work Requirements

All work will be performed in accordance with the Reclamation criteria, methods, standards, procedures, quantities, and schedule which will be specified in each TO. The Contractor shall complete the work specified herein and shall be responsible for all necessary services, labor, materials and equipment. Necessary data may be provided by Reclamation or developed and/or collected by the

Contractor, as determined by Reclamation. The Contractor will furnish the number of copies of documentation specified in the TO and will furnish Reclamation staff all information, working papers, notes, computations, formulae, computer procedures, databases, drawings, sketches, and worksheets which Reclamation deems necessary for review and acceptance of assignments. Hard copies and/or digital copies will be required as stated in the individual TOs.

Costs for printing and distribution of documents will be borne by the Contractor. Receivers of such publications are limited to Reclamation. The Contractor shall be responsible for all costs of copying deliverables and those costs are presumed to be included as a general administrative expense in the loaded hourly rates in Section B.

The Contractor shall work with the Contracting Officer's Representative (COR) and others, as needed, to clarify project requirement and finalize the project schedule.

Responsiveness and Roles of Contractor Staff

The Contractor is professionally responsible for the services performed under this contract. The Contractor shall be responsive to Reclamation-furnished criteria, information, guidance, and review comments. See Section B for a listing of the job titles and expertise the Contractor shall supply under the contract. The listing of personnel is not all inclusive. The Contractor may propose additional disciplines or propose one person for more than one type of work. Qualified personnel being made responsible for multiple roles will be acceptable, but may only have one loaded hourly rate based on their actual salary.

Contractor Project Lead

The Contractor will advise the Contracting Officer of its Key Personnel in accordance with the clause in Section H entitled "Key Personnel Requirements." See Section B for job titles/positions designated as Key Personnel.

Participation in Meetings and Events Attended by Third Parties

The Contractor shall comply with the guidance at FAR 37.114(c) and always identify themselves as Contractor employees working under a contract awarded by Reclamation when attending any meetings or events involving Reclamation projects where it might not be clear to third parties that they aren't employees of the U.S. Government.

A.2. GOVERNMENT RESPONSIBILITIES

General

Reclamation will appoint a COR for the contract. The COR's appointment memorandum will detail the COR's responsibilities. The COR will be the primary contact for TOs, although the Contracting Officer may direct the Contractor to coordinate directly with other personnel on certain technical requirements. See the clause in Section I entitled "Authorities and Limitations."

In order to assure to the greatest extent possible that there is clear understanding between the Contractor and Reclamation regarding the requirements relative to each TO, the Contractor may be required to participate in a post award conference for each TO, pursuant to the clause in Section I entitled "Post Award Conference - Bureau of Reclamation" and participate in regularly scheduled meetings or telephone consultations with the COR until completion of the respective TO. The Contractor shall maintain frequent telephone/E-mail communication with the COR to highlight any

information gaps and problem areas the Contractor identifies. In addition, any delay in meeting the negotiated schedule for any TO shall be immediately reported to the Contracting Officer.

Government Review Responsibilities

The Government will review and comment on the Contractor's deliverables as specified in the Reporting Requirements and Deliverables section and in the individual TOs. Requirements in the TOs Statements of Work will take precedence over this Section. The Government will review all information and materials provided under the TO and provide a single consolidated list of review comments. Unless otherwise stated in an individual TO or schedule, Reclamation will require 10 calendar days for review of any submittals. If the Government uses time in excess of the specified number of calendar days for review of any submittal or re-submittal, additional time, not to exceed the excess time, will be added to the time allowed the Contractor for completion of the work affected by such excess time, to the extent it is demonstrated that the excess time caused delay. If the Government's review of two or more separate submittals or re-submittals is late and results in concurrent days of excess time, such days will be counted only once in computing an extension of the completion date. Further, if the Contractor fails to make complete approval submittals in the sequence and within the time periods specified in the TO, and thus precludes the Government from approving or considering for approval such submittals within the specified calendar day period, then the Contractor shall not be entitled to reimbursement for any extension of time for completion of the work.

Government Furnished Materials, Services, and Facilities

The Government will provide access to reports, memoranda, photographs, drawings, maps, GIS databases, and any other materials owned by the Government that are pertinent to this contract and which are not otherwise prohibited from release by law, regulation or policy. See the clause in Section I entitled "Security Requirements – Bureau of Reclamation" regarding security procedures for certain Reclamation documents and drawings. These types of documents will be marked appropriately and will be intended for the Contractor's use only. These documents, or copies of the documents, are not to be distributed to any other entities, without prior consent and approval by the Reclamation. Additional restrictions regarding sensitive documents may be included in individual Task Orders.

A list of Government furnished materials will be provided in Task Orders that include such materials. The Contractor shall be responsible for all costs of copying Government furnished materials and for the safe return of the materials if required. The Government will also provide, as part of each TO, specific issues and/or information concerning the TO assignment and any schedule or other constraints.

Reclamation will provide limited office space for short-term periods at the Grand Coulee Power Office or other PNR Region sites if required and will provide telephone and fax access at no charge to the Contractor. However, the Contractor's staff will not be granted access to Reclamation Information Technology (IT) systems and no modem access will be available for the Contractor's use. Wi-Fi access will be addressed in Task Orders placed against the contract.

A.3. DESCRIPTION OF SERVICES

The following describes the specific work that may be included in TOs:

Project Planning Assistance

The work will require a multi-disciplinary approach and may require expertise in engineering and the natural, economic, and environmental (including ESA, Section 106, and NEPA compliance),

with the exact mix to be determined by the specific nature of the TO. The Contractor may be called upon to assist in planning investigations which include all of the parameters discussed in this contract or any portion thereof, and furnish reports thereon. Activities which will be required may include: develop a project framework, project plans, project work plans (including an interactive, Reclamation usable, critical path computer program), quality control plans and other aspects of a project management plans (required for all assignments and must be approved by the Contracting Officer before initiating the planning); assist in establishing and defining needs; assistance in planning and scheduling Government forces; identify alternative plans; evaluate alternative plans and make recommendations; recommend and analyze preferred plan; prepare risk assessments (for costs and schedules) for preferred plans; prepare economic and financial analyses of preferred plan; prepare environmental analyses of all plans; prepare and possibly assist in executing a public involvement program; prepare reports to document work accomplished including appendices and material for potential inclusion in environmental statements.

The Contractor may be called upon to collect data for appraisal, feasibility, final and/or special designs, budget-level cost estimates, or other suitable documentation and to participate in VE studies.

The Contractor may be called upon to prepare and to edit technical reports and other publications based on self- or agency-generated information for publication. This may include developing conclusions that are valid and technically supported. It also may include complete graphic packages and public presentation materials. The Contractor is responsible for reviewing any reports it prepares for grammar, sentence structure, and style. Originals (both camera-ready hard copy and electronic for Reclamation reproduction) and/or hard copies may be required. Quantities of required reports will be specified in the TOs.

Project Planning Tasks will likely include:

- (1) Review and make recommendations for coordination of projects
- (2) Develop project management plans for Reclamation review. Project management plans shall identify and document project requirements, outline the processes to be followed, and recommend the organizational requirements and notional project schedules. Project management plans shall also outline recommendations as to how the required tasks will be implemented, and shall include the personnel, facilities, and materials required to conduct project tasks.
- (3) Provide support to the COR or technical contacts in developing briefings and presentations to provide planning information to Reclamation managers and others.
- (4) Review schedules and budgets for services contracts/agreements.
- (5) Based on input from Reclamation, update project plans (milestones, budgets, schedules).
- (6) Based on input from Reclamation, develop detailed mobilization and staging plans for projects.
- (7) Assist in creating 'lessons learned' reports completed projects and make recommendations as to whether any of the 'lessons learned' can be applied to other projects.
- (8) Assist the COR or technical contacts in a comprehensive safety evaluation for upcoming work to identify potential hazards and mitigate hazards prior to the initiation of government personnel work or contract work.

(9) Assist Reclamation in planning and carrying out environmental compliance activities related to the projects.

Project Management Assistance

Project Management Assistance Tasks will likely include:

(1) Identify, document, disseminate, and track project-related action items. Assist the COR in coordinating activities with other groups to follow-up on individual project/contract schedule changes that influence the master project schedule.

(2) Maintain action item status and archive resolved issues for historical purposes.

(3) Assist in the identification, measurement, and mitigation of project risks, and development of risk management and mitigation plans. Based on technical expertise and process knowledge, provide recommendations and document corrective actions/mitigations for risks.

(4) Assist the COR or technical contacts in the identification of appropriate metrics to be collected and analyzed to yield insight into project status, and to facilitate project corrective action.

Construction Management Assistance (CMA)

CMA services may be required to help identify defects or deficiencies in the work of construction contractors in determining conformance with the designs and specifications prepared by an Architect-Engineering firm or by Reclamation. These services could include: construction inspection/observation; review and comment of contractor-prepared drawings and data; review of contractor-prepared VE and other proposals; preparation of documents with recommendations on the acceptability of submittals; and preparation of other construction-related documentation.

The Contractor may be called upon to: provide qualified construction inspectors, geologists and geologic exploration equipment, construction materials testing personnel and testing equipment; surveying personnel and equipment; providing reviews of designs for constructability; reviewing contractor-prepared Critical Path Method (CPM) logic diagrams and construction schedules; reviewing and analyzing construction contractor submittals; assistance with reviewing and analyzing contractor claims and requests for contractor adjustments, preparing written reports of the analyses, assisting in presenting findings to construction contractors, and providing expert testimony if litigation occurs; and preparing costs estimates for direct costs, affects on other contracts or work performed by government personnel, and delays using available construction contractor CPM data when modifications are considered or required (impact analyses).

The Contractor shall provide construction support services relating to construction contract administration and to such post construction activities as may be included in the TOs. These services include review and recommendations for approval or rejection of shop and other working drawings and other items submitted by contractors or subcontractors, preparation of record drawings showing construction according to the records of the Field Engineer and constructor, evaluation to recommend whether or not design assumptions are valid for the field conditions encountered so that modification of the design is not necessary, and preparation of O&M manuals and standard operating procedures, if required.

During project construction periods, the Contractor shall review shop drawings, materials, fixtures, equipment, samples, plant materials, and other items submitted by contractors in accordance with pertinent contract plans and specifications and shall recommend actions with regard to such items

in accordance with the determination of their conformity to the contract plans and specifications. The Contractor shall furnish, during project construction periods, such engineering advice in connection with the design as may be requested by the Contracting Officer.

A.4. SUBSECTION C.5 - MEETINGS AND PRESENTATIONS

a. *Meetings* - At any time after notice of award and until all services are completed, meetings with the Contractor's representative or representatives may be requested by the Contracting Officer. The Contractor may also request a meeting at any time. Meeting requests shall be coordinated between the Contractor Project Lead for this contract and the Contracting Officer. The Contractor representatives attending meetings shall be familiar with the aspect of the services being performed.

b. *Presentations* - When required by a TO, the Contractor shall make presentations on the results of services being performed. The presentations shall cover the background of the specific findings, situation, critical or peculiar details, and the specific information required by the TO. The Contractor presenter(s) may be present in person or via video or telephone conference as agreed to by the Contracting Officer.

c. *Location of Meetings and Presentations* - Meetings and presentations will generally occur at Reclamation facilities in the PN Region but may occur at other locations as needed and approved by the Contracting Officer. Meetings may be conducted via video or telephone conference call if deemed appropriate and effective by Reclamation.

A.5. REPORTING REQUIREMENTS AND DELIVERABLES

Electronic Submittals

Electronic submittals shall be provided in the following formats as appropriate:

a. *Word processing* - Microsoft Word 2007 or later.

b. *Spreadsheets* - Microsoft Excel 2007 or later.

c. *Drawings and Surveys* – Any drawings or output data files produced on a Computer Aided Design and Drafting (CADD) system and furnished to Reclamation shall be compatible with AutoCAD Civil 3D 2011, *.DWG file format, manufactured by Autodesk, Inc., Sausalito Ca, as used by Reclamation. Topographical drawings must contain proper point files, point groups, and intelligent Civil 3D object entities such as surfaces, alignments, profiles, cross-sections, as required. ASCII point files must be included, with a point descriptor glossary. All *.DWG deliverables must be created using Reclamation's standard drawing template file (*.DWT) and standard support files (to be provided by Reclamation). Deliverables shall be "eTransmit" from within the Civil 3D application, to package *.DWG files with all resource files and dependencies including fonts, external references, and images. Before submission for final acceptance, all designs and drawings by the A&E shall be signed and dated by the registered professional responsible for the project. The stamp and signature of the registered professional engineer shall appear on all design drawings..

d. *Schedules* –Microsoft Project 2007 or as directed in specific TOs. Microsoft Project shall not be used for CPM schedules developed for construction projects under this contract. Primavera Project Version 6 or later or SureTrak shall be used for CPM schedules related to construction activities.

e. *Acrobat Reader (PDF)* - Adobe Acrobat Writer 9.0 or later.

These standards may be revised unilaterally by the Contracting Officer during the term of this contract to reflect software upgrades. The Contracting Officer will notify the Contractor in writing prior to any planned software upgrade.

Contract Administrative Reports

a. *Work Plans* – In accordance with the TO the Contractor may be required to submit a work plan and/or schedule to the COR for approval prior to proceeding with any portion of the work.

b. *Progress Reports* - Brief progress reports shall be submitted to the COR via e-mail. They shall be submitted on a regular basis (as negotiated per each TO) and will document the Contractor's performance under each TO, outlining the accomplishments of the Contractor during that period. They shall also include information on current or foreseen problems or concerns that will impact performance. The Contractor will also be required estimate their projected monthly earnings and submit the estimates to the COR as requested in order to assist Reclamation in recording accruals in its accounting systems.

c. *Editorial Policy* - The Contractor shall foster an editorial policy of brevity and clarity for all reports, studies, technical specification, and other work products. The Contractor shall use active phrasing whenever possible.

d. *Monthly Accrual Reports* – See the clause in Section I entitled “Project of Invoices”.

Review Procedures

For documents or sections of documents subject to agency review one Adobe Acrobat PDF copy of the documents shall be submitted to Reclamation. Upon receipt of Reclamation's comments, the Contractor shall address and/or incorporate them into the final document and submit documents to Reclamation within 15 calendar days unless otherwise noted in the schedules included with the TO. Review conferences may be held at appropriate stages during the review process to discuss comments and necessary changes. Review of interim review copies will be worked out between the COR or technical contacts and the Contractor on an informal, but timely basis, so as not to impede the progress of the TO.

Typography

Reports and plans shall be in Times New Roman 12 point font, or other agreed upon font, and produced using Microsoft Word 2007 or later. Documents shall be printed using a laser printer. Reports and documents shall comply with Reclamation's Visual Identity Program (see <http://intra.usbr.gov/vip/> which requires a password that the Contracting Officer will supply).

Photographs, Graphics

Photographs, if required, shall be submitted as separate files that are compatible with Microsoft Word 2007 and PowerPoint 2007 or later versions.

A.6. CLAUSES INCORPORATED INTO TASK ORDERS PLACED UNDER CONTRACT

All TOs for Architect Engineering and Related Services placed against this contract include the following FAR clauses, incorporated by reference:

52.236-22 Design Within Funding Limitations

- 52.236-23 Responsibility of the Architect-Engineer Contractor
- 52.236-24 Work Oversight in Architect-Engineer Contracts
- 52.236-25 Requirements for Registration of Designer

For any Task Order that requires physical site investigations the following clauses are hereby incorporated by reference:

FAR 52.236-2 Differing Site Conditions

WBR 1452.236-84 Preservation of Cultural Resources – Bureau of Reclamation

WBR 1452.223-81 Safety and Health – Bureau of Reclamation

A.7. PRICING OF TASK ORDERS

Section B contains a listing of job titles/work categories that may be utilized during performance of the contract. The Contractor shall provide loaded hourly rates for each work category under the contract, including subcontractors who are permanent team-members listed on the Contractors SF330 package submitted for the contract. After negotiation and execution of the contract, the Loaded Hourly Rates shall be applicable for all work performed under the contract of each applicable period. Some Task Orders may require specialty subcontractors for which pricing will be negotiated on a case-by-case basis.

A.8. TASK ORDER PROPOSAL INSTRUCTIONS

When the Contractor is issued a Statement of Work (SOW), and a request for a technical or cost proposal for a specific task by a Contracting Officer, the Contractor shall submit:

a. *Technical Proposal* - A narrative proposal that is of sufficient detail to allow the Contracting Officer to evaluate the proposed approach to completing the work.

The narrative proposal's descriptive detail shall be in direct proportion to the complexity of the task. For Task Orders with performance periods less than 90 days the narrative portion of the Task Order proposal should not exceed 10 pages (or as specified in the request for Task Order proposals). For more complex Tasks with performance periods exceeding 90 days the Contractor should strive to provide enough information to allow for meaningful analysis of the proposal without resorting to lengthy discussion of the elements of the project. Although more complex tasks requiring multiple disciplines and schedules will require more lengthy discussion/descriptions, Reclamation *doesn't desire nor require* elaborate proposals that incorporate color photography, sophisticated charts and figures, foldouts, transparencies, maps, or expensive printing and binding procedures. Our preference is for Adobe Acrobat PDF proposals submitted via email. Proposals should use minimal graphics and contain no decorative fonts, colored text, and should print legibly on 8.5" x 11" paper. Milestone schedules or bar charts and spreadsheets may be sized for legal paper or 11" x 17" sheets if necessary for legibility.

The proposal shall: define methods to be applied to accomplish the TO goals; contain a proposed milestone schedule identifying all significant activities and their proposed completion dates; identify key personnel and activities they are responsible for; and provide a detailed breakdown showing the number of hours per discipline (Project Planner, Architect, Engineer, Surveyor, Technicians, Draftsman, and other job titles/positions) for activities related to the administration,

design, documentation, field work, and deliverable preparation. The Contractor should address the technical evaluation criteria for the proposals as set out in the request for Task Order proposals.

b. *Cost Proposal* - The Cost Proposal shall contain a breakdown of the number of labor hours per person per task/activity proposed in the Technical Proposal, using the applicable loaded hourly rates from Section B of the Contract, any estimated travel costs, any subcontracted costs (broken out in the same level of detail as the primary work) and the proposed profit/fee. Cost proposals shall be prepared using Microsoft Excel 2007 or later and submitted via email in Adobe Acrobat PDF format or in their native Excel format. The pricing spreadsheet may be sized for legal paper or 11" x 17" sheets if necessary for legibility. The Contracting Officer will provide a sample/template spreadsheet for the Contractor's use.

If any identified person will be performing work in more than one discipline/service, show the number of hours for which they will perform each discipline/service. A person may perform any work for which they are qualified, and approved for by the Contracting Officer, but they may only work under one loaded hourly rate unless the Contractor can demonstrate that an individual is paid variable hourly rates based on work assignments. Proposed travel costs shall be estimated pursuant to the General Service Administration's (GSA's) Federal Travel Regulations, which are available via the Internet at www.gsa.gov.